

**PERFORMANCE WORK STATEMENT
TECHNICAL AND ADMINISTRATIVE PROGRAM SUPPORT FOR
THE OFFICE OF WASTEWATER MANAGEMENT (OWM)**

1.0 PURPOSE

The purpose of this contract is to provide environment consulting support services to the United States Environmental Protection Agency (EPA), Office of Water (OW), Office of Wastewater Management (OWM), Water Permits Division (WPD) in amending, developing, and implementing National Pollutant Discharge Elimination System (NPDES) permits and Clean Water Act (CWA) regulations. Technical support is expected to include professional program managers, engineers, scientists, information specialists, statisticians, and administrative services with experience in NPDES permitting and CWA regulations, as well as experience and best practices to help make municipal wastewater treatment facilities more efficient and sustainable. The majority of the work emphasizes requirements related to work in the United States Environmental Protection Agency (EPA) Office of Water; however this work may be available for use by other organizations within the EPA subject to capacity and permission. All work required under this contract shall be defined in written work assignments issued by the EPA Contracting Officer (CO). The Contracting Officer Representative (COR) will review all of the contractor analyses.

2.0 BACKGROUND

Under the CWA, the OWM works in partnership with EPA Regions, States, and Tribes to regulate discharges, as defined under the Act, into applicable surface waters, such as wetlands, lakes, rivers, estuaries, bays, and oceans. Typically, OWM focuses on water that collects in discrete conveyances or point sources, to include water that collects in pipes, ditches, and sanitary or storm sewers. This methodology of analyzing identifiable point sources within a defined watershed is intended to maximize continuity in solutions to address all pollution problems within a definitive geographic area. A Watershed-based National Pollutant Discharge Elimination System (NPDES) targets point sources of pollution, natural or otherwise, and is a basis to qualify and measure alternatives through the development of environmentally sound permits for multiple point sources located within a watershed to effectively meet water quality standards.

In addition, the OWM requires support in the direction and promotion of the programs conducted under the Clean Water State Revolving Fund, the largest single water quality-funding source. The Clean Water State Revolving Fund focuses on funding wastewater treatment systems, nonpoint source projects, and estuary protection. To meet these mission requirements, the OWM requires vital technical and administrative support services to quantify and extend the base of knowledge and specialized expertise necessary for decision-makers to fulfill their statutory responsibilities.

This Performance Work Statement (PWS) shall present the scope of those areas of support and the technical experience required of the contractor. In accordance with the contract clause, Work Assignments (EPAAR 1552.211-74), the details and specifics of the Government's requirements shall be particularized to individual work assignments issued during the performance periods of

this contract. The contractor shall provide their professional services in accordance with all applicable federal, state, and local laws and regulations.

The contractor's support services under this PWS will parallel the OWM's program responsibilities under the CWA and the Safe Drinking Water Act (SDWA), to include services in support for the NPDES, both municipal and industrial, concentrating on discharges from storm water, sewer system overflows, construction, commercial vessels, and animal feeding operations. In addition, the contractor shall provide support services for EPA actions pursuant the CWA, Section 316 [cooling water intake], the National Pretreatment Program, the Clean Water Act State Revolving Loan Fund, the Safe Drinking Water Act State Revolving Fund, and the National Biosolids Program.

The contractor shall provide technical support associated with amending, developing, and implementing NPDES permits and CWA regulations for the OW. The following provides background on some of the CWA requirements that must be considered in NPDES permitting.

The CWA prohibits the discharge of a pollutant by any person, except in compliance with specified statutory sections, including sections 402 and 404 of the Act. Section 402 authorizes the EPA to issue NPDES permits that restrict and condition pollutant discharges in conformance with specific CWA provisions. The NPDES permitting process is initiated with the submittal of a permit application and, in general, permits must be renewed every five years. Under the NPDES regulations, the EPA has developed eight individual permit application forms (each permit also has a Notice of Intent to be covered under a general permit). Section 404 authorizes the EPA to develop guidelines governing conditions in Section 404 permits issued by the Corps of Engineers, and also to prohibit certain specifications as outlined in those permits.

Under the CWA, States and Tribes can obtain authorization to administer the NPDES permit program, provided the State program is at least as stringent as the federal program. To date, 46 States and the Virgin Islands have obtained authorizations. Likewise, states can obtain authorization to administer parts of the Section 404 permit program; to date, two States have obtained such authorization. When the existing regulations are revised, the authorized States are responsible for amending their own regulations and legal authorities, where necessary, to ensure their programs continue to be at least as stringent as the federal program. These States are responsible for developing and administering their own NPDES and Section 404 permit application forms.

Effluent limitations serve as the primary mechanism in NPDES permits for controlling discharges of pollutants to receiving waters. When developing effluent limitations for an NPDES permit, a permit writer must consider limits based on both the technology available to control the pollutants (i.e., technology-based effluent limits) and limits that are protective of the water quality standards of the receiving water (i.e., water quality-based effluent limits).

The CWA directs the EPA to develop national technology-based regulations limiting the release of contaminants from industrial processes to the nation's waterways. These national technology-based regulations, called effluent limitations guidelines (ELGs), pretreatment standards, and new source performance standards, apply to existing and new industrial processes that release water directly to surface waters (direct dischargers), as well as to facilities that release water to municipal waste water treatment plants (indirect dischargers). Effluent limitations guidelines,

pretreatment standards, and new source performance standards are implemented and are enforceable through NPDES permits issued to industrial facilities. See <http://water.epa.gov/scitech/wastetech/guide/index.cfm> for additional information on ELGs.

As required by the CWA, Sections 304 and 307, the EPA periodically reviews existing regulations and identifies new industrial processes that are not covered by national regulations. The EPA publishes the results of these reviews in a biennial National Strategy Plan (“the Effluent Guidelines Plan”) that the public has the opportunity to comment on. Based on public comment, the EPA then conducts studies and develops effluent limitations guidelines, pretreatment standards, and new source performance standards for selected industries or revises existing regulations. These technology-based regulations are then used when establishing limits in NPDES permits. See <http://water.epa.gov/lawsregs/lawsguidance/cwa/304m/> for more information on these activities.

In addition, and as required by the CWA, permit writers must also consider the potential impact of every proposed surface water discharge on the quality of the receiving water. A permit writer may find that technology-based effluent limits are not sufficient to ensure those water quality standards. In those cases, the CWA (section 303(b)(1)(c)) and the NPDES regulations (40 CFR 122.44(d)) require that the permit writer develop more stringent, water quality-based effluent limits designed to ensure that water quality standards are attained. See Chapter 6 of the U.S. EPA NPDES Permit Writer's Manual for more information on water quality-based permit limits http://cfpub.epa.gov/npdes/writermanual.cfm?program_id=45.

In addition, activities that take place at industrial facilities, such as material handling and storage, are often exposed to the weather. As runoff from rain or snowmelt comes into contact with these activities, it can pick up pollutants and transport them to a nearby storm sewer system or directly to a river, lake, or coastal water. To minimize the impact of stormwater discharges from industrial facilities, the NPDES program includes an industrial stormwater permitting component that covers 10 categories of industrial activity that require authorization under an NPDES industrial stormwater permit for stormwater discharges. All but five states are authorized to implement the Stormwater NPDES permitting program. Therefore, the vast majority of industrial facilities will need to obtain NPDES permit coverage through their state. For industrial facilities located in areas where the EPA is the permitting authority, coverage is available under the Multi-Sector General Permit (MSGP).

Finally, in order to develop and implement NPDES permits and CWA regulations, the EPA fosters the use of innovative technology to enhance clean water.

3.0 GENERAL REQUIREMENTS

The majority of the technical support and services that the contractor will be tasked to provide include:

3.1 NATIONAL PROGRAM DEVELOPMENT AND OVERSIGHT

3.1.1 Program Development

The CWA provides EPA the authority to develop and administer the NPDES program. The CWA also provides for EPA to authorize States and Tribes to administer their own

indigenous programs. The contractor shall support the EPA in rendering assistance to States, Tribes, and local authorities in the development and implementation of individual water quality programs. Support shall primarily consist of collecting, compiling, and analyzing data and information from the files, records, and databases of the EPA, States, Tribes, local authorities, and treatment facilities. The contractor may be required to provide recommendations, options, or analyses in reports and presentations; however, all decisions and policy direction shall be the sole responsibility of the EPA. In all instances, the contractor shall ensure that all employees appropriately identify themselves as contractor personnel so as to preclude any misidentification or the appearance of those personnel as EPA or Government personnel.

Program development services shall require the contractor to perform the following tasks:

- 3.1.2 Collect, compile, analyze, and present data and information that will be used by the EPA in developing, implementing, and monitoring NPDES program activities. Support to the EPA shall include: developing draft model permit language, conducting research for guidance and resource model development, assessing management plans, and reviewing state and tribal program documentation. The contractor shall also interview state and tribal authorities to organize and address technical issues from public comments and objections. The contractor shall draft memoranda of understanding (MOU); and assess Agency enforcement procedures.
- 3.1.3 Collect, compile, analyze, and summarize data and information that will be used in the EPA's review of State, Tribal, and local program proposals, including program submittals, program reviews, program modifications, and program withdrawals. Support to the EPA shall include reviewing proposals for completeness; reviewing State authorities; assessing State issued guidance; organizing and addressing technical issues from public comments and objections; drafting memoranda of understanding (MOU); and assessing State enforcement procedures.
- 3.1.4 Program Oversight - Permitting for Environmental Results

The contractor shall provide implementation and support for the NPDES program to improve State/Tribal participation and responsiveness, address permit issuance backlogs, reduce petitions and lawsuits seeking program withdrawal, and provide recommendations to improve water quality despite declining State resources for program administration. At the same time, implementation of the NPDES program is becoming more complex with the addition of new program elements (e.g., TMDLs, storm water Phase II, AFOs, and new effluent guidelines). The contractor shall support the EPA's assessment of the health, effectiveness, and compliance of Regional and authorized State programs, and development of a system to monitor and correct identified deficiencies in participant programs. In addition, the contractor shall:

- 3.1.5 Collect, compile, analyze, and summarize data and information that will be used by the EPA to evaluate the effectiveness and compliance of State and Tribal programs with federal requirements. Support services shall include: conducting program audits and reviews, reviewing State permits and permit issuance authority, reviewing performance

data, conducting field sampling and laboratory analyses, chemical and biological monitoring, monitoring and assessing permittees' use and application of Best Available Technology (BAT), Best Conventional Technology (BCT), Maximum Extent Practicable (MEP), and Water Quality Standards (WQS), Total Maximum Daily Load (TMDL) implementation and other effluent limitation standards.

- 3.1.6 Collect and analyze federal, State, and local public records for performance data in support of EPA audits and inspections of State and Tribal NPDES programs. In support of EPA efforts to improve the performance of State and local programs, the Contractor shall review federal, State, and local public records, and highlight differences between them and the EPA's model NPDES programs.
- 3.1.7 Collect, compile, review, and analyze information needed to assess the quality of EPA and State/Tribal issued permits. Such reviews will include the permit document and related fact sheet, response to comments, and administrative record.
- 3.1.8 Assist the EPA and States or Tribes to assess program efficiencies and develop program enhancement tools. Activities shall include assessments of program options, review of program procedures, workload models for program analysis, or any other information gathering or analysis needed to assist in outlining or implementing options for EPA or State program capacity building, including, but not limited to, compiling and disseminating program ideas or information.

3.2 SUPPORT TO EXPANDED PROGRAM AUTHORITY UNDER THE CLEAN WATER AND SAFE DRINKING WATER ACTS

3.2.1 Statutory Requirements, Regulatory Authority, and New Program Initiatives

The contractor shall perform technical and administrative tasks in support of the OWM's assessment and implementation of expanded program authority that result from legislative mandates, and new program initiatives. The contractor's support shall include conducting analyses, developing strategies and options, drafting guidance and procedural documents; conducting pilot-studies statistical computation; economic and financial analyses; resource assessments; and management models.

3.2.2 Legislative Analysis

The contractor shall analyze newly proposed and expanded programmatic authority and initiatives to assess environmental benefits and potential impacts on Agency resources. Support shall include: collecting information and conducting cost/benefit analyses; conducting Regulatory Impact Analyses (RIAs) and regulatory flexibility assessments; developing Information Collection Request (ICR) documents; assessing environmental equity issues on small business impacts; evaluating "green" practices, and responding to technical comments on proposed new regulations.

Strategic Development

The contractor shall develop recommendation and options for EPA decision-making on efficient and effective methods for implementing program expansion and new initiatives. This shall include developing programmatic resource models; developing options for reducing procedural and paperwork burdens; assessing the effects of new and/or expanded regulations on program requirements, and surveying customers and stakeholders.

3.1.4 Implementation

The contractor shall provide technical and administrative support, to include options, analysis, recommendations, and materials necessary to effectively implement and manage expended program options or responsibilities. This will include developing guidance and technical assistance promoting stakeholders' capacity building, including, but not limited to, the compilation of reports, brochures, electronic media, or other modes of communication most appropriate to compile, assess, and disseminate program ideas or information.

3.3 WATER PROGRAM RULEMAKING

3.3.1 Regulatory, Policy, Strategy, and Guidance Development

During the period of performance of this contract, the OWM anticipates the development of several new rules. Currently, new rule-makings include stormwater, animal feeding operations, water transfers, and mountain top mining. In addition, the contractor shall support rulemaking activities targeting improvement of Chesapeake Bay water quality. The contractor shall provide multi-disciplinary expertise for technical and administrative support for these activities by collecting, compiling, analyzing, and presenting data and information for the EPA's consideration in its regulatory decision-making. Typical outputs that the contractor shall produce include analyses, technical reports, papers, and studies. Accordingly, the contractor shall perform the following tasks:

- 3.3.2 Collect, compile, analyze, and present data and information in support of the EPA's development and assessment of regulation, policy, strategy, and guidance.
- 3.3.3 Evaluate and provide recommendations and options on regulatory alternatives for EPA consideration. Alternatives to regulations may include pollutant trading, best management practices, pollutant management plans, voluntary compliance activities, and pollution prevention.
- 3.3.4 Assess and report impacts of congressionally mandated legislation and other changes to relevant environmental policies on EPA and State programs.
- 3.3.5 Conduct cost/benefit analyses on the effects of proposed and final rule making on the private sector and the public. This includes supporting analyses such as those required for Regulatory Flexibility Act (RFA), the Small Business Regulatory Enforcement Fairness Act (SBREFA), the Unfunded Mandate Reform Act (UMRA), and others required by

Presidential order.

- 3.3.6 Compile and organize public comments and other input on newly proposed, draft, and final regulations, policy, guidance, strategy, and technical documents, and develop responses to technical issues identified by EPA.
- 3.3.7 Collect, compile, analyze, and present data and information for use in endangered species reviews, environmental assessments, and environmental impact statements developed by permittees. These reviews, assessments, and implementation statements will be in response to requirements under various environmental laws such as the National Environmental Policy Act (NEPA), Endangered Species Act (ESA), and National Historic Preservation Act (NHPA).
- 3.3.8 Research, analyze, and report findings on technical issues identified by the EPA in support of task forces, work groups, panels, and advisory committees involved in regulatory, policy, strategy, and guidance development.
- 3.3.9 Collect, compile, analyze, and provide data and information in support of the EPA's preparation of reports to Congress.
- 3.3.10 Compare State and Tribal strategies, regulations, policies, and guidance with those of the EPA and other federal agencies and report on the similarities and differences.
- 3.3.11 Collect, compile, and analyze information in accordance with the Office of Management and Budget (OMB), the Paperwork Reduction Act (PRA), and ICR requirements, and develop burden estimates and draft ICR documents.
- 3.3.12 Collect, compile, analyze, and present data and information that can be used to measure programmatic performance in accordance with the Government Performance and Results Act (GPRA) and other Congressional and Agency mandated performance initiatives.
- 3.3.13 Conduct program assessments, technology assessments, and special studies and report on the effectiveness of the EPA's regulatory and management efforts on water quality improvements, prevention of water quality degradation, and pollutant load reductions.
- 3.3.14 Collect and compile information in support of the EPA's development of guidance for implementation of water quality standards (including use attainability analyses), water quality-based permitting, technology-based permitting, and water program integration.
- 3.3.15 Wet Weather Integration

The contractor shall assess and report the impact of "wet weather" discharges, being overflows from sewer systems, peak flows from wastewater treatment plants, and runoff from pavement, construction sites, and agricultural operations that commonly occur due to heavy rainfall or snowmelt. Integration of the impact and appropriate consideration of the systemic basis contributing to a wet weather discharge is important to ensure effective

watershed management. The contractor shall assess, analyze, and recommend innovative and efficient solutions for permitting wet weather point sources to control or minimize identified factors that will result in improved water quality. Wet weather discharges may be physically or hydraulically interconnected so that controlling one source may adversely impact or create another discharge elsewhere in the water system. The contractor shall provide assessments of ‘wet weather’ point discharges to determine the effectiveness of point source control, and how commonalities between discharge sites may be identified and incorporated into a more efficient, comprehensive management plan sufficient to improve water quality while minimizing redundancy and cost.

3.3.16 Concentrated Animal Feeding Operations

The contractor shall assess, identify, and report the impact of Animal Feeding Operations (AFOs), where animals are kept and raised in confined spaces, which generally entails the congregation of animals, feed, manure, dead animals, and production operations on a small land area. Under such circumstances, concentrations of animal waste and wastewater can contaminate source waters from spills or breaks of waste storage structures (due to accidents or excessive rain), and non-agricultural application of manure to crop land. The contractor shall analyze and prepare reports concerning AFOs that meet the regulatory definition of a “concentrated animal feeding operation” (CAFO), and their potential for regulation under the NPDES permitting program.

3.3.17 Watershed Permitting

Watershed-based NPDES permitting is aimed at achieving new efficiencies and environmental results through support of a holistic watershed approach to water quality management. The contractor shall assess, study, and identify efficiencies and opportunities where watershed-based NPDES permitting would consider the conditions of the entire watershed and address diverse sources (such as storm water, CAFOs, etc.) within the watershed to effect a multi-point solution, as opposed to a single point source solution, resulting in watershed-wide improvement in water quality.

3.3.18 Water Quality Trading

Within the watershed framework, water quality trading is a market-based approach to improve and preserve water quality. Trading can achieve water quality goals with greater efficiency by allowing one source to meet its regulatory obligations by using pollutant reductions created by another source that has lower pollution control costs. The contractor shall assess, evaluate, and report opportunities for water quality trading which positively impacts regulatory compliance.

3.3.19 Pesticides

The contractor shall provide reports, studies, and analysis as to the practicality and development of a NPDES General Permit for the Application of Pesticides to Waters of the U.S.

3.3.20 Vessel Discharge

The contractor shall assess, analyze, and report significant environmental impacts to coastal, ocean ecosystems, and the Great Lakes resulting from the discharge of multiple types of pollution from commercial vessels. Ballast water, in particular, is a major contributor for the introduction of non-indigenous aquatic species. Pollution from commercial vessels may include gray water, bilgewater, blackwater (sewage), ballast water, anti-fouling paints (and their leachate), hazardous materials, garbage, and other wastes.

3.3.21 Climate Change

The contractor shall research, assess, and analyze methodologies and technologies that have a significant impact on reducing greenhouse gas emissions and greenhouse gas intensity. The EPA has many current initiatives that encourage voluntary reductions from a variety of stakeholders. Initiatives, such as ENERGY STAR, Climate Leaders, and the Methane Voluntary Programs, encourage voluntary emission reductions from large corporations, consumers, industrial and commercial buildings, and throughout the industrial sector. The contractor shall provide analysis and documentary support promoting voluntary action by participant groups to achieve recommended reductions.

3.4 TECHNICAL AND ADMINISTRATIVE PROGRAM SUPPORT

3.4.1 Technical Support

The contractor shall provide technical expertise and administrative support to a broad cross section of OWM programs. The contractor shall provide personnel that can draw from an equally broad range of science and engineering disciplines. The contractor shall use sound science and engineering practices to produce studies, reports, analyses, technical papers, recommendations, and option papers that are clear, concise, and factual. The contractor shall describe and document its data and information gathering activities, clearly analyzing, and accurately interpreting the data and information collected. The contractor shall clearly explain any assumptions made, indicating sources used and not used, as well as clearly explaining any methodological choices made, both conceptually and in data selection. Accordingly, the contractor shall:

- 3.4.2 Collect, organize, analyze, and present technical information, cost data, and other information from literature, trade and professional organizations, universities, and reputable sources, with regard to the effects of nutrients, pathogens, chemicals, heavy metals, antibiotics, hormones, pesticides, biocides, and other micro-pollutants and contaminants, and their impact on wastewater treatment processes, biosolids processes (and their disposal), and surface waters, to include analysis of any resultant impact on aquatic life, habitat, or human health.
- 3.4.3 Collect, organize, analyze, and present design, operations, maintenance, cost data, and pertinent information from literature, trade and professional organizations, universities, and other authoritative sources regarding the potential for utilization of renewable energy

- technologies, such as enhanced digestion, bio-fuel, wind power, or solar power for the treatment and disposal of wastewater and biosolids.
- 3.4.4 Provide technical support for the development or evaluation of technical assessments, technical guidance, management practices, case studies, fact sheets, technical reports, and other technical documents relevant to the design, operation, maintenance, cost of collection, treatment, and disposal of wastewater and biosolids.
 - 3.4.5 Collect, analyze, and present data and other information on costs, cost benefits, and/or cost effectiveness for the collection and treatment of wastewater, management and disposal of biosolids, water conservation, reutilization, energy conservation, and energy management.
 - 3.4.6 Collect, organize, analyze, and present design, operations, maintenance, cost data, and other information from literature, trade and professional organizations, universities, and other credible sources regarding water conservation and best management practices.
 - 3.4.7 Collect and analyze ambient water and effluent samples for information and data regarding the effect of chemicals and whole effluent toxicity on point source discharges on surface water quality.
 - 3.4.8 Coordinate, conduct, and present the results from "peer review" of technical documents in accordance with established Agency guidance and procedures. See: <http://www.epa.gov/osa/peer-review-handbook-4th-edition-2015-0>.
 - 3.4.9 Coordinate, conduct, and document quality management of technical documents and information collection procedures in accordance with established Agency Quality Management (QM) and Information Quality Guidelines (IQG) procedures.
 - 3.4.10 Collect, compile, and present data and information on research efforts, case studies, technology evaluations, industry trends, and innovative technologies related to wastewater discharges and cooling water intakes.
 - 3.4.11 Collect and compile data and information that will be used by the EPA to evaluate the environmental impacts of wastewater discharges and septage on groundwater and watershed water quality.
 - 3.4.12 Develop, exhibit, and utilize water quality models that demonstrate the potential impacts of wastewater discharges and septic waters on surface waters and ground water quality.
 - 3.4.13 Develop, exhibit, document, and utilize biological monitoring models that demonstrate the potential impacts of cooling water intake structures.
 - 3.4.14 Collect, compile, analyze, and present data and information on the potential impacts of other identified contaminants on OWM programs covered under this PWS. This will also include analyses, assessments, and documentation of the effects of proposed and/or

- existing environmental statutes and regulations, e.g., the CWA, the Clean Air Act (CAA), the Resource Recovery and Conservation Act (RCRA), Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), and others, on OWM program areas.
- 3.4.15 Collect, compile, analyze, and present data and information to support the EPA's development of model permit language, including support for personal computer (PC) based automation of the permit writing process.
 - 3.4.16 Conduct studies and economic assessments of "green" infrastructure benefits and impacts on energy saving, job creation, and climate change.
 - 3.4.17 Collect, compile, analyze, and present data and information to support the EPA's development of "mining source books" which will serve as guidance to the mining industry on the informational needs and processes involved in permitting mining activities.
 - 3.4.18 Assess the efficiency of the EPA's programmatic administrative processes for activities such as notices of intent, municipal applications, reporting, and required certifications.
 - 3.4.19 Provide technical support for the development or evaluation of design, operation, and maintenance criteria, guidance, and management practices for both point and nonpoint controls for centralized and decentralized wastewater treatment and collection systems, watershed management, seepage management, and biosolids treatment.
 - 3.4.20 Evaluate new, as well as existing, design, operation, and maintenance performance data for both point and nonpoint controls for centralized and decentralized wastewater treatment systems, septic material disposal, and biosolids treatment systems, including actual utilization and disposal technologies.
 - 3.4.21 Evaluate, identify, and report improved procedures for reducing vector attraction reduction.
 - 3.4.22 Evaluate, identify, and report problems regarding design and construction, operation and maintenance practices, corrosion protection methods, and rehabilitation techniques for separate sanitary sewers, combined sewers, service laterals, exfiltration, infiltration and inflow (I/I) analysis, monitoring, and modeling methodologies.
 - 3.4.23 Study and evaluate the design, operation, and performance of constructed and natural wetlands for water quality improvement.
 - 3.4.24 Evaluate procedures for detecting chemical, biological, and radiological (CBR) agents in collection systems or in wastewater treatment plants.
 - 3.4.25 Evaluate, identify, and report the impacts of chemical, biological, and radiological agents on wastewater treatment processes, and the identification of more effective processes for

- removing CBR agents from wastewater for disposal.
- 3.4.26 Develop cost effective protocols for treating chemical, biological, and radiological contaminated wastewater.
 - 3.4.27 The contractor shall determine and report the assess cost, cost-to-cost test, or cost-to-benefits test as it applies to the 316(b) Rule.
 - 3.4.28 The contractor shall conduct on-site inspections and evaluations of State and Tribal assistance grantees for compliance with their grants.
 - 3.4.29 Provide technical support through the use of spatial data and spatial analysis technologies, including Geographic Information Systems (GIS) to produce maps and models for analysis and study.

3.5 NPDES PERMIT SUPPORT

- The contractor shall provide support and technical assistance in the research and development of new, innovative permitting tools and approaches, sufficient to address complex or emerging water quality permitting issues, such as CWA Section 316 (a) and (b) permits with complex effluent guidelines, watershed permits with water quality trading and agricultural nutrients, and general permits that incorporate TMDLs and alternative technologies for CAFOs and mining. The contractor shall provide data support and analysis through the permitting process, to include analysis, and the preparation of position papers and options in support of enforcement actions and for consideration in implementing a Water Use Efficiency Strategy.
- 3.5.1 Provide recommendations to develop information technology solutions designed to efficiently and systematically manage data and provide reports required to support the work covered by this PWS.
 - 3.5.2 Develop and update user guidance and other instructional materials for EPA software applications, i.e., Word, Excel, Microsoft access.
 - 3.5.3 Recommend electronic forms and applications for transmission of data required by programs covered by the PWS.
 - 3.5.4 Compile and organize (electronic and/or paper) files for use as program/administrative records, and design methods for maintaining up-to-date information.
 - 3.5.5 Develop and maintain (electronic and/or paper) mailing lists of program stakeholders.
 - 3.5.6 Distribute materials and program information to Regions, States, publicly owned treatment works (POTWs), private businesses, industries, and the public using mass mailing and/or electronic transmission.

- 3.5.7 Recommend statistical analysis systems and/or software applications to analyze data required by programs covered by the PWS.
- 3.5.8 Transcribe verbal comments, catalog, index, and summarize public comments in support of implementing a Water Use Efficiency Strategy.

3.6 POLLUTION PREVENTION

- 3.6.1 The contractor shall develop and analyze options to integrate pollution prevention (P2) methodologies and other sustainable practices into wastewater treatment facility operations. To perform this task, the contractor shall collect and compile information on EPA P2 pollution prevention technologies, EPA and industry supported wastewater utility management practices, and other pertinent information, including energy and water efficiency practices, and “other media” impacts on energy and water use efficiencies.
- 3.6.2 The contractor shall collect, compile, analyze, and present data in written technical reports and summaries pertaining to pollution prevention activities and their relationship to the environmental effectiveness of OWM programs.

3.7 INFORMATION MANAGEMENT

To effectively perform the work outlined in this PWS, the contractor shall recommend tools and applications sufficient to manage the large volume of data and information that shall be collected under this PWS. This task is common to all program areas covered by this PWS. The contractor will not be required to develop information management systems, but will be tasked to recommend designed, developed, and maintained accessible software applications that operate in accordance with the EPA’s requirements for information technology. See the EPAAR clause “Compliance with EPA Policies for Information Resources Management” (OCT 2000).”

OUTREACH

Outreach is the methodology by which the EPA informs and educates its program partners, stakeholders, and the public. Effective outreach is persuasive, and it emphasizes the benefits of compliance within the regulated community. The contractor shall support the EPA's efforts to develop and implement outreach strategies by developing outreach materials in various media and formats. To ensure all outputs developed by the contractor are appropriate in scope and content and accurately reflect EPA policy, the EPA will review all materials in draft format prior to use. In the performance of outreach activities, the contractor shall perform the following tasks:

3.7.1 General Outreach

The contractor shall develop outreach and education materials for multimedia distribution to stakeholders, newspapers, professional journals, and technical publications. See the EPAAR clause “Compliance with EPA Policies for Information Resources Management” (OCT 2000).” (Electronic Information Technology)

- 3.7.2 The contractor shall develop program specific outreach materials to inform and educate the general public; State, local, and tribal officials; foreign governments, international

- organizations; and educational institutions. Such materials may include fact sheets, brochures, pamphlets, posters, calendars, course curriculums, case studies, presentations, speeches, journal articles, or similar communication materials.
- 3.7.3 The contractor shall develop course materials, training tools, and conduct training for activities and projects within the scope of this PWS.
 - 3.7.4 The contractor shall develop and support the design, methodology, and technology employed to efficiently collect and disseminate information to stakeholders, regional activities, and participating activities.
 - 3.7.5 The contractor shall distribute materials and program information to Regions, States, industries, program stakeholders and the public through mass mailings.
 - 3.7.6 The contractor shall collect and summarize information from news reports, technical and trade journals, and announcements about innovative case studies, pollution prevention programs, and other initiatives relevant to OWM programs.
 - 3.7.7 The contractor shall collect, analyze and distribute information and materials relevant to the OW's environmental justice program.
 - 3.7.8 The contractor shall collect, compile, and analyze information in support of EPA sponsored public and industry peer group networks.
 - 3.7.9 The contractor shall provide outreach support in coordinating logistics, site selection, and site reservation for EPA sponsored award programs, public hearings, workshops, conferences, and meetings related to regulatory and program development.
 - 3.7.10 The contractor shall assess the practicality of award programs, and provide recommendations for cost effective improvements that will stimulate interest and increase participation.
 - 3.7.11 The contractor shall develop materials and workshops promoting green infrastructure practices.

3.8 TECHNICAL WRITING AND EDITING

The contractor shall support OWM programs by providing the capability to produce, assess, edit, and rewrite scientific reports and technical materials in terminology and formats appropriate for use before either a technical or a non-technical audience.

- 3.8.1 The contractor shall provide document processing services, i.e., scanning, formatting, or the preparation of documents for multimedia usage.
- 3.8.2 The contractor shall edit and enhance the quality of technical documents to improve their readability and the use of clear, concise language, and to achieve a document whose tenor

is appropriate to the audience.

- 3.8.3 The contractor shall collect and edit articles, materials, newsletters, and bulletins about OWM programs.
- 3.8.4 The contractor shall convert non-conforming documents and non-conforming electronic information technology to comply with Section 508 of the Federal Rehabilitation Act. See EPAAR clause “Compliance with EPA Policies for Information Resources Management” (OCT 2000).” (Electronic Information Technology)

3.9 SUPPORT FOR MEETINGS, WORKSHOPS, CONFERENCES, AND WEBCASTS

The contractor shall provide planning and conferencing services necessary for the conduct of workshops, conferences, meetings, symposia, training, web-casts, webinars, hearings, and seminars. Contractor support shall include pre-event planning, establishment of the agenda, note-taking, and participating in the evaluation, recommendation, and selection of the location. The contractor shall secure the location; reserve accommodations (as applicable); provide, prepare, and present audio-visual materials, speaker notes, materials, and handouts; and provide copying services. The contractor shall identify and secure the services of technical speakers and experts. The contractor shall also provide on-site logistical coordination, such as registration and attendance services, note-taking, survey support, data collection, and miscellaneous support necessary to facilitate meetings, workshops, and conferences, to include setting up displays, audio-visual equipment operation, and participating as moderator, panelist, or speaker in furtherance of the presentation or purpose of the activity. The contractor shall also collect, compile, and report participant evaluations, feedback, maintain contact lists, and provide general post-activity support in furtherance of meeting objectives

The contractor will be expected to perform specific tasks designated in multiple work assignments that will include environmental engineering and other technical support in developing, reviewing, and revising permits and CWA regulations. Specific tasks may include compliance audits, inspections, outreach, stakeholder engagement, logistical support, investigations, preparing training material, conducting training sessions, data collection, site visits, field sampling, survey administration, preparation of technical documents, preparation of the regulatory record, and implementation of litigation support.

The contractor shall provide all services, including level of effort, materials, equipment, and facilities necessary to provide technical support.

All products and materials prepared by the contractor will be delivered to, reviewed, and approved by the EPA. The contractor will not engage in activities of an inherently governmental nature, such as the development of Agency policy or the selection of Agency priorities.

The contractor may be required to contact industry, EPA Regions, states, local entities, vendors, or the public directly for information or for follow up on EPA identified issues. In such cases, contractor personnel will clearly identify themselves as a contractor employee working under an EPA contract.

The contractor may have access to confidential business information (CBI). For information claimed as CBI under the CWA, the contractor shall handle CBI under procedures specified in the approved contract CBI security plan and 40 CFR Part 2 Subpart B, and in accordance with contract requirements and limitations (see Section H of the contract). The contractor shall identify the Document Control Officer in its CBI plan, and replacements will require EPA consent. The contractor shall analyze CBI in accordance with contract requirements and limitations. Handling of CBI will be in accordance with the contract requirements in section H and the “Office of Science & Technology Confidential Business Information (OST-CBI) Application Security Plan” dated December 2007 (or as revised) located at <http://www.r5intra.epa.gov/oldIntra/off/ORC/CBI/manuals/2008%20Final%20OST-CBI%20Plan.pdf>.

4.0 QUALITY ASSURANCE/QUALITY CONTROL

Data Quality Act/Information Quality Guidelines Requirements

The Data Quality Act (also known as the Information Quality Act) requires the EPA to ensure that influential information disseminated by the Agency is sufficiently transparent, in terms of data and methods of analysis, so that the information is capable of being substantially reproduced. To support compliance with these data transparency/data reproducibility requirements, the EPA may include Quality Assurance Project Plans (QAPPs) and deliverables prepared by the contractor as part of any rulemaking record documentation made available to the public. The contractor may claim information in QAPPs as confidential; if the contractor chooses to do so, the contractor shall submit a sanitized (i.e., public) version and an unsanitized (i.e., confidential) version at the time the QAPP is submitted for approval by the EPA. The sanitized version shall be included in the public docket for the applicable rulemaking (or other docket record), and the unsanitized version shall be included in a non-public (i.e., confidential) portion of the docket (or record).

Information contained in the approved QAPP and other documents prepared by the contractor for dissemination by the EPA shall be transparent, reproducible, and meet the requirements of the Data Quality Act for influential information. EPA’s [*Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity, of Information Disseminated by the Environmental Protection Agency*

(http://intranet.epa.gov/QUALITY/documents/EPA_InfoQualityGuidelines.pdf) referred to as “EPA’s Information Quality Guidelines,” describe EPA procedures for meeting Data Quality Act requirements. Section 6.3 of EPA’s Information Quality Guidelines indicates that “especially rigorous robustness checks” should be applied in circumstances where quality-related information cannot be disclosed due to confidentiality issues. Where applicable, the contractors should indicate which results were obtained using the tools (SOPs, checklists, and guidelines) that the contractor designates as confidential so that the EPA Work Assignment Manager (WAM) can easily identify the areas that shall require rigorous robustness checks, and document that those checks have been performed. At the discretion of the EPA WAM, the Contractors may be requested to prepare pre-dissemination review checklists as described in Section 5.5 of the Office of Water Quality Management Plan (http://intranet.epa.gov/ow/informationresources/quality/OW_QMP.pdf). If this is required, the EPA WAM shall notify the contractor through written technical direction.

4.1 QUALITY SYSTEM REQUIREMENTS

EPA policy requires all organizations conducting EPA-funded environmental programs to establish and implement a quality system. This is accomplished through a Quality Management Plan (QMP) that documents how the organization structures its quality system and describes its quality policies and procedures, criteria for and areas of application, and roles, responsibilities, and authorities. It also describes an organization's policies and procedures for implementing and assessing the effectiveness of the quality system.¹

All technical activities performed under this contract must be supported by the contractor's quality system, and documented by the contractor in a customized Quality Management Plan that reflects how the contractor will integrate quality assurance (QA) and quality control (QC) procedures and plans into the wide variety of technical activities contemplated in the PWS.

In addition, all individual projects under the contract that involve environmental data operations must be supported by a QAPP that describes the quality assurance procedures, quality control specifications, and other technical activities that must be implemented to ensure that the results of the project to be performed will meet project specifications.

Requirements governing the customized QMP and QAPPs prepared in support of this contract are described below.

4.2 CUSTOMIZED QUALITY MANAGEMENT PLAN

A QMP documents how an organization will plan, implement, and assess the effectiveness of its QA and QC operations. Specifically, it:

- Describes how an organization structures its quality system, the quality policies and procedures, the areas of application, and the roles, responsibilities, lines of communication, and authorities.
- Documents the elements of the organization or program's quality system.

The QMP is an organization or program-specific document; it describes the general practices of an organization or program.

A customized QMP is a QMP that is tailored to the requirements in the PWS; it explains how the organization's Quality System will support those specific activities, and it is prepared in accordance with *EPA Requirements for Quality Management Plans*.¹ The contractor shall annually review and, if necessary, revise this customized QMP to ensure it accurately reflects its organizational structure and quality system throughout the duration of the contract.

4.3 QUALITY ASSURANCE PROJECT PLANS

¹ See EPA Order CIO 2106.0 - EPA Quality Program Policy; EPA Order CIO 2105.0 (formerly 5360.1 A2) - Policy and Program Requirements for the Mandatory Agency-wide Quality System, May 2000; and *EPA Requirements for Quality Management Plans* (QA/R-2), March 2001 (Reissued May 2006), (<http://www.epa.gov/quality/epa-qar-2-epa-requirements-quality-management-plans>).

EPA policy requires that an approved Quality Assurance Project Plan (QAPP) be in place before commencing any work that involves the collection, generation, evaluation, analysis, or use of environmental data. The work to be performed by the contractor under this contract involves such activities.

The contractor shall prepare and submit a programmatic Quality Assurance Project Plan (p-QAPP) upon the award of the contract. A p-QAPP is used to describe, in a single document, information that is not site or time-specific, but applies throughout the program (i.e., contract). Application-specific information is then added to the approved programmatic QAPP as that information becomes known or completely defined. This may be accomplished through the use of:

- Supplemental QAPPs (s-QAPPs) prepared for individual work assignments, which are designed to supplement the approved p-QAPP with the additional detail needed to describe the specific goals and objectives of the project or tasks supported under the work assignment, as well as the specific QA strategies and technical activities that will be employed to support the objectives of the work assignment project or task;

- OR-

- Traditional QAPPs prepared for individual work assignments, which are designed to serve as stand-alone documents that focus on the goals, objectives, QA strategies, and technical activities needed to support a single work assignment or project.

Note that while the customized QMP documents an organization's *management system* for the environmental work to be performed under the contract, the p-QAPP documents the *technical QA/QC elements* needed to support the environmental work that will be performed under the contract. Supplemental and traditional QAPPs also document the technical QA/QC elements needed to support the environmental data operations that will be performed, but they do so at the work assignment or project level, rather than at the contract level. **Note:** Because the p-QAPP is prepared as a contract-level document, it is understood that the details (e.g., specific objectives, analytical methods, and/or acceptance criteria) of specific projects may not be known. In such instances, the contract-wide p-QAPP should document the contractor's procedures for defining and documenting this information for specific projects or work assignments.

To support requirements specified in the *EPA Quality Manual for Environmental Programs* (CIO 2105-P-01-0), the contractor's p-QAPP for this contract must specify that (1) all major deliverables (e.g., Technical Support Documents, Study Reports, Study Plans, etc.) produced by the contractor under this contract will include a discussion of the QA/QC activities that were or will be performed to support the deliverable, and (2) this discussion will provide a sufficient level of detail to support the EPA's use of the data.

EPA policy requires an approved QAPP to be in place before any environmental data operations begin. Accordingly, the contractor shall not incur any billable costs for work that involves the collection, generation, evaluation, analysis, or use of environmental data under the contract, unless those activities are covered under an approved p-QAPP, a s-QAPP, or traditional QAPP.

All QAPPs prepared under the contract, including the p-QAPP, shall be reviewed at least annually to ensure their content continues to be valid and applicable to the program over time. Previously-approved QAPPs that do not specifically address all of the environmental data operations performed under a Work Assignment will require editing and resubmission for approval.

Any QAPP that is approved by the EPA for a Work Assignment issued under this contract will be considered by the EPA to be in the public domain; therefore, the EPA may distribute the QAPP to the public. (See the discussion of “Data Quality Act/Information Quality Guidelines Requirements” above.)

The prime contractor shall ensure that all parts of the organization performing work, including subcontractors (and consultants), are responsible for implementing the approved p-QAPP and any other QAPP that has been approved by the EPA to support an individual Work Assignment issued under the contract. The prime contractor shall also ensure that all personnel involved in the work have access to the latest approved version of the QAPP and all other necessary planning documents applicable to the work they are supporting.

The prime contractor shall ensure that all personnel in the organization, including subcontractors (and consultants), who are involved in each individual work assignment and task, understand the technical and QA requirements prior to the initiation of data collection, generation, evaluation, analysis, or use activities.

The prime contractor must ensure that all personnel, including subcontractors (and consultants), who develop and review QAPPs prepared in support of this contract have the experience and educational credentials to understand the relevant issues.

The contractor shall provide all QAPPs prepared under this contract to the EPA WAM in electronic form in both a word processing file and a PDF file. When preparing QAPPs under this contract, the contractor shall do so in accordance with the following documents:

- U.S. EPA QA/R-5, *EPA Requirements for Quality Assurance Project Plans*, March 2001 (reissued May 2006). EPA/240/B-01/003 (<http://www.epa.gov/quality/epa-qar-5-epa-requirements-quality-assurance-project-plans>).
- U.S. EPA QA/G-5, *Guidance for Quality Assurance Project Plans*, December 2002, EPA/240/R-02/009 (<http://www.epa.gov/quality/epa-qar-2-epa-requirements-quality-management-plans>).

The contractor also may be asked to comply with other guidance when preparing QAPPs for specific types of activities, such as modeling, environmental assessment cost-benefit analyses, economic or environmental surveys, monitoring, generation of GIS data, biological assessments, etc. Examples of such additional QAPP guidance include:

- U.S. EPA QA/G-5M, *Guidance for Quality Assurance Project Plans for Modeling*, December 2002, EPA/240/R-02/007 (<http://www.epa.gov/QUALITY/qs-docs/g5m-final.pdf>)

- U.S. EPA *Guidance on the Development, Evaluation, and Application of Environmental Models*, March 2009, EPA/100/K-09/003 (http://www.epa.gov/crem/library/cred_guidance_0309.pdf)
- U.S. EPA QA/G-5S, *Guidance on Choosing a Sampling Design for Environmental Data Collection for Use in Developing a Quality Assurance Project Plan*, December 2002, EPA/240/R-02/005 (<http://www.epa.gov/quality/qs-docs/g5g-final.pdf>).
- U.S. EPA QA/G-5G *Guidance for Geospatial Data Quality Assurance Project Plans*, March 2003, EPA/240/R-03/003 (<http://www.epa.gov/quality/qs-docs/g5g-final.pdf>).
- *Generic Quality Assurance Project Plan Guidance for Programs Using Community Level Biological Assessment in Wadeable Streams and Rivers*, July 1995, EPA/841/B95/004, (<http://www.epa.gov/quality/generic-quality-assurance-project-plan-guidance-programs-using-community-level-biological>).

4.4 REPORTING QUALITY ASSURANCE PROGRESS

When an approved QAPP is in place for any Work Assignment issued under this contract, the contractor shall be required to include Statements of Quality Assurance Progress in the contractor's monthly progress reports from the time of QAPP approval until the final deliverable necessitating the QAPP is accepted by the EPA.

The contractor shall also furnish a Quality Assurance Report (QAR) at the time a final technical support document or other final document is provided. The QAR may be a section or chapter of the final document. The QAR will be submitted for review and approval by the WAM to document the contractor's QA/QC of the technical effort to produce a defensible deliverable. The contractor can anticipate including the QAR with other deliverables of the Work Assignment. The WAM will specify the format the contractor must follow for preparing the QAR in the individual task of the PWS.

5.0 TECHNICAL SUPPORT FOR REVISIONS AND ADMINISTRATION OF NPDES PERMITS

The contractor shall revise existing NPDES forms to ensure that they are consistent with current regulatory requirements and data standards. The contractor shall perform a comprehensive review of all permit application forms and identify outdated and incorrect provisions. In addition, the contractor shall address new areas that are in need of updating. Permitting authorities may need assistance in administering the revised permits. The contractor may be tasked to assist the EPA with these permitting authorities by researching past and current permit reporting data and other information that would support clean water issues.

The contractor shall provide technical support to the EPA in its efforts to assist permit and control authorities in implementing and interpreting CWA categorical regulations, development documents, rulemaking records, and written guidance. Specifically, the contractor shall assemble and analyze rulemaking, planning records, and background information for the EPA's use in providing technical support to the permitting authorities. The contractor shall investigate ELGs to ensure accuracy with the latest guidelines, as applicable. The contractor shall also provide support

to the EPA in identifying and analyzing appropriate technologies to achieve water quality based effluent limitations (WQBELs). With specific guidance in work assignments, the contractor shall obtain and provide information on such items as guidelines and standards implementation, treatability of toxic compounds, conventional pollutant cost tests, and controls for toxic pollutants or related industries not covered by national categorical regulations. The contractor shall also provide support to the EPA in assessing trading opportunities, including trading between point and nonpoint sources. Such support may require the contractor to collect and summarize data from sources such as the EPA's Integrated Compliance Information System (ICIS), effluent guidelines and standards rulemaking records, technical and scientific literature, federal, state, and local permit and control authorities, and industry sources for comparison with other industries with similar permits and standards.

5.1 TECHNICAL SUPPORT FOR AMENDING AND DEVELOPING CWA REGULATIONS

The contractors shall provide engineering and technical support for the development and implementation of CWA regulations. This includes, but is not limited to: regulations related to implementation of CWA Section 319 (Nonpoint Source Program management and implementation); CWA Section 303 (Total Maximum Daily Loads Program management and implementation); CWA Section 305(b) (requirements for collecting, synthesizing, and reporting national monitoring data on the quality of surface waters); CWA Section 404 and CWA Section 106 (requirements for states and territories to develop and implement surface water quality monitoring programs to qualify for CWA Section 106 grants). Such support may include the collection of primary and existing data which the Agency will be required to utilize for development or implementation of CWA regulations. This may also include technical and administrative support in all aspects related to the development, conduct, and analyses of a survey, and all aspects related to field sampling and analysis support. The contractor shall clearly document all assumptions and selection criteria, sources used and not used, and methodological choices made both conceptually and in data selection, and in the plans for the collection and analysis of any new data.

The contractor shall collect, synthesize, analyze and report this data, as well as for a full range of waste management activities, pollutant/discharge controls, pollution prevention, characterization of baseline conditions, and treatment alternatives to support CWA regulations.

5.2 IMPLEMENTATION SUPPORT FOR NEW OR REVISED PERMITS AND/OR REGULATIONS

The contractor shall provide implementation support for litigation, outreach and training, and to permitting authorities. Promulgated national clean water regulations may be challenged in court, and the basis for clean water regulations are in the rulemaking record. The contractor may be tasked to provide assistance in evaluating and analyzing rulemaking and planning records. The assistance may be related to issues for one or multiple records. Under no circumstance shall the contractor develop EPA litigation or negotiation strategy or represent EPA during litigation negotiations.

Once a national clean water regulation has been promulgated or a publication finalized, the EPA delivers the information to stakeholders in the form of outreach and training materials. The

contractor shall provide implementation support for new and existing clean water regulations, publications, and NPDES permitting activities. Such support may include developing draft reports, brochures, leaflets, and posters. The contractor may also be asked to prepare draft training materials and case studies for workshops, conferences, or training courses. All draft materials shall be submitted to the EPA for review and approval. The contractor shall also provide administrative support in the planning and execution of workshops, conferences, training sessions, symposia, and public meetings related to implementation of clean water regulations. Meetings will vary in size, location, topics, and level of documentation. When specified by the EPA, the contractor shall provide support in the set up (such as obtaining conference rooms and audio/visual equipment) of meetings, conferences, workshops, or training courses. The contractor shall present portions of the workshops or facilitate discussion among participants. Travel may be required for these activities. Contractor personnel shall clearly identify themselves as contractor employees both orally and via the use of identification badges.

Contractors may also be requested to support the preparation of meeting summaries, speaker presentations, and working papers, including meeting all requirements in EPA protocols for preparing and posting these deliverables on the EPA internet site (www.epa.gov).

All contractor deliverables published to the Web shall be prepared in compliance with Section 508 of the Rehabilitation Act of 1973, as amended, regarding disabilities and consistent with EPA Web standards posted at <http://oamintra.epa.gov/node/567>.

6.0 OUTREACH AND STAKEHOLDER ENGAGEMENT SUPPORT

The contractor shall provide support for outreach and training development. The contractor may provide materials such as reports, brochures, leaflets, or posters. Subject areas shall include NPDES permitting, implementation of effluent guidelines, water quality trading, compliance, municipal wastewater treatment, nonpoint source control, implementation of CWA regulations, and other areas identified in work assignments. Using materials provided or cited and approved in advance by the EPA, the contractor shall develop draft training materials and case studies for workshops, conferences, or training courses. Materials prepared under this paragraph shall be submitted in draft form to the EPA COR for review and approval.

The contractor shall provide administrative support in the planning and execution of workshops, conferences, training sessions, symposia, and public meetings related to this contract's PWS, in addition to addressing various rulemaking issues and practical implementation concerns on related subjects.

6.1 WORKSHOP AND MEETING LOGISTICS SUPPORT

The contractor shall provide administrative support in the planning and execution of workshops, training sessions, symposia, webcasts, webinars, and meetings related to this contract's PWS. This task requires the contractor to provide support in: (1) site selection; (2) meeting logistics, including arranging conference facilities, lodging, audio-visual needs, and registering participants; (3) preparing announcements and advance information for attendees; (4) soliciting attendees and papers, and inviting speakers to make presentations; (5) handling the logistics for speakers and scientific or technical experts who directly contribute to the requirements of specific contract/task order performance; (6) planning meetings, and clerical preparation of EPA-developed workshop

or meeting agendas; (7) developing workshop materials for all participants, including shipping technical materials for the workshops; (8) workshop evaluations; (9) on-site management, including registration support; and (10) preparation of minutes, summary reports, and proceedings documents.

6.2 PROVIDE EDUCATIONAL AND OUTREACH SUPPORT

The contractor shall provide educational and outreach support in the form of workshops targeted at Federal, State and local agency personnel, as well as involved citizens and watershed stakeholders. The execution of educational seminars described here include general workshop support as described in the preceding paragraph plus organizing workshops, delivery of training materials/modules, and post-workshop evaluations. Also required is the development of watershed focused outreach and educational materials for use in workshops and/or made available to the Agency as stand-alone materials and guides for distribution to the public, including web posting. Topics covered by these materials may include: techniques and approaches for delivery of effective outreach/educational programs, methods to improve stakeholder involvement, techniques to effectively evaluate outreach programs, and other relevant topics to enhance outreach programs at the watershed level.

6.3 INTERNET AND PUBLIC EDUCATION

The contractor shall support the Agency's efforts to develop effective outreach materials and program information for use on the Agency's Internet/World Wide Web site and for distribution to the public at conferences and other venues. The contractor shall maintain and enhance current EPA Internet Sites that focus on watersheds that provide information and data on watershed management programs to the public. The contractor shall also have access to editors, graphic artists, and multimedia experts that can develop outreach strategies, displays, fact sheets, other publications, on-line modules, and videos/DVDs/PSAs to educate the public on key water/watershed issues and/or solutions that can be developed to support EPA outreach efforts.

7.0 LOGISTICAL SUPPORT

The contractor shall provide logistical support for workgroups and subgroups that will make recommendations for revisions to permits and/or regulations. Logistical support shall include meeting planning and invitations, hosting conference calls, and taking notes. Meetings will vary in size, location, topics, and level of documentation. When specified by the EPA, the contractor shall provide support in the setup of the meeting. The contractor shall present portions of the meeting and/or facilitate discussion among participants. Contractors shall clearly identify themselves as contractor employees both orally and by showing identification badges.

8.0 DATA COLLECTION

The contractor shall gather available existing scientific and technical studies and national data on municipal and/or industrial sectors and facilities. Such profile data shall include the size of the municipality, industry and facilities, geographic locations, age of facility and age of equipment, unit processes, raw materials, manufactured products, by-products, method of discharge (e.g., direct, indirect), wastewater characteristics, and wastewater treatability. The contractor shall

gather information on water use and wastewater treatment/re-use, technology innovation, as well as the management of stormwater. This data is expected to include pollution prevention, water conservation, alternative waste management, wastewater control, stormwater management, and treatment technologies that range from the very best effectiveness to the current average effectiveness. Data shall be gathered on laboratory-bench scale experiments to pilot-scale demonstrations to full-scale operations, as well as technology transfer techniques. The contractor shall gather information on wastewater and stormwater volumes released and the concentrations of pollutants contained in the releases from industrial processes.

The contractor shall obtain this data by conducting literature searches and collecting existing information and data from sources identified in work assignments, including sources such as NPDES permit data, the EPA's ICIS, the EPA's Toxic Release Inventory (TRI), other EPA and government programs and databases, commercial databases, technical and scientific literature, and industry trade association. The contractor shall obtain copies of articles, reports, journals, data, etc., and prepare a list of references as designated by the EPA in work assignments.

The contractor shall organize, edit, index, evaluate, and compile this data and information, as well as identify data gaps and discrepancies or inconsistencies in the data sources, and provide the resulting technical information in a format designated by the EPA in work assignments. The contractor shall clearly document the assumptions and selection criteria, sources used and not used, and methodological choices made both conceptually and in data selection.

9.0 COMPLIANCE AUDITS AND INSPECTIONS

The contractor shall support the conduct of compliance audits and inspections of NPDES permittees and permitting authorities, as well as compliance with CWA regulations. The contractor shall create checklists before audits and inspections, and document findings after audits and inspections. Following-up with contacts may be required to close out each audit and/or inspection.

10.0 PREPARATION OF TECHNICAL DOCUMENTS

Using sound environmental planning, waste management concepts, and scientific and engineering principles, the contractor shall produce technical information and reports to support the EPA. The contractor shall assemble information, develop draft descriptions, assessments, and analyses in a structure provided or approved by the EPA. All deliverables shall be provided to the EPA in electronic formats. The contractor shall provide data and documentation to be used by the EPA in its analysis of technical issues and concepts. Documentation may take the form of data summaries, technical reports, guidance manuals, development documents, fact sheets, option papers, or issue papers. The contractor shall clearly describe and document its data and information gathering activities; clearly display, characterize, and interpret the data and information collected; and clearly explain the assumptions and selection criteria, indicate the sources used and not used, and clearly explain the methodological choices made both conceptually and in data selection. All final reports must contain a defined section that explains the quality assurance approach and performance, and any limitations on the use of the data. The documentation and corresponding records and files shall be organized, indexed, and cross-referenced so that anyone could independently understand the conclusions reached based on the written record alone. The contractor shall provide all supporting documentation for the methodology followed and the

conclusions reached for all work products. The contractor shall also compile and organize regulatory records for inclusion in the public record. Final reports that are to be disseminated to the public shall contain metadata on the quality and the use of the data.

In addition, the contractor shall review public comments and may be required to facilitate peer review of documents as requested. Peer review must follow EPA's Science Policy Council Handbook on Peer Review (4th Edition, 2015), or the most recent edition of the Handbook if updated. A link to the Handbook can be found at <http://www.epa.gov/osa/peer-review-handbook-4th-edition-2015-0>.

The contractor shall facilitate technical expert reviews for technical documents. The contractor shall provide technical support in facilitating peer reviews and technical expert reviews for scientific and technical materials prepared by OW programs. The number of reviewers required and their qualifications will be specified in individual work assignments. It is the responsibility of the contractor to work with the contracting officer to ensure that all peer reviews are conducted in a manner to avoid all actual, potential, or apparent conflict of interest. The contractor must comply with all contract and work assignment requirements pertaining to conflicts of interest when it is performing work related to peer reviews. The contractor shall submit the peer reviewers' written comments, with all supporting materials, such as additional references or suggested approaches, to the EPA.

11.0 PREPARATION AND DEVELOPMENT OF REGULATORY RECORDS

The contractor shall review and prepare an electronic index that will contain all records supporting any notices associated with CWA regulation development and/or implementation. Notices may include proposed rulemaking notices, permits, effluent guideline program plan notices, PRA announcements of data collection efforts, and notices of availability of new information. Following receipt of public comment, the contractor shall prepare comprehensive indices with cross references of all issues raised in public comments, as well as all supporting data and information provided in public comments. For technical issues identified, the contractor shall, based on thorough knowledge and understanding of the rulemaking, permit, or planning record, prepare cogent, accurate, draft technical responses to the comments, including all relevant citations to the rulemaking, permit, or planning record in a format specified by the EPA. The EPA will review the responses and verify that the responses are accurate. The contractor shall incorporate the changes specified by the EPA. The contractor shall ensure the public docket is thorough and accurate.

12.0 INFORMATION TECHNOLOGY REQUIREMENTS

12.1 COMPLIANCE WITH INFORMATION TECHNOLOGY REQUIREMENTS

All work performed under this contract shall adhere to the clause EPAAR 1552.211-79, "Compliance with EPA Policies for Information Resources Management", which requires adherence to all Agency directives for performance of any IRM related work.

All contractor work shall be in compliance with pertinent Federal and EPA information processing and telecommunications standards and procedural guidelines. The contractor shall

also comply with the Federal Information Processing Standards (FIPS), published by the National Institute for Standards and Technology (NIST). The contractor shall also comply with the EPA's technical and operational standards as issued by its technology services organizations.

| EPA Policy and Procedures | |
|---|---|
| EPA Data Standards | http://www.epa.gov/fem/data_standards.htm |
| Information Management & Information Technology Policies Applicable to Contractors Performing Work Under Contracts With EPA | http://www.epa.gov/irmpoli8/ |
| EPA Web Guide | http://www.epa.gov/epafiles/ |
| EPA IT Security Policies | http://intranet.epa.gov/ITSecurity/compoversightassit/epapol.html |
| Agency-Wide Quality System Documents | http://intranet.epa.gov/QUALITY/documents/21050.pdf |

The contractor shall observe the policies, procedures, and formats published as follows:

13.0 IRM POLICIES, STANDARDS AND PROCEDURES

<http://intranet.epa.gov/ITSecurity/compoversightassit/epapol.html>

All contractor work shall be in compliance with the 2100 Series [(2100-2184) of the Agency's Directive System, which contains the majority of the Agency's IRM policies, standards, and procedures.

13.1 REGISTRY OF ENVIRONMENTAL APPLICATIONS AND DATA (READ)

<http://www.epa.gov/epahome/data.html>

A contractor developing or enhancing an information resource shall first conduct a thorough search of existing information resources, through means such as READ, to ensure development/enhancement of information resources does not duplicate existing information resources. If potential duplication is determined, the contractor shall consult with the EPA WAM to ensure that existing information resources are optimally utilized in conjunction with the information resource being developed and/or enhanced by the contractor. For any development/enhancement of information resources, the contractor shall work with the EPA on inserting/updating resource description information in READ.

13.2 DATA STANDARDS AND ENVIRONMENTAL DATA REGISTRY (EDR)

http://iaspub.epa.gov/sor_internet/registry/datareg/home/overview/home.do

Any development/enhancement of information resources (information resources include systems, databases, and models/web applications that utilize information in OW systems and databases), as well as any data products flowing to or from EPA information resources, shall adhere to the data standards detailed in the EDR.

13.3 MONITORING INFORMATION IN STORET AND FOLLOW-ON DATA SYSTEMS

<http://www.epa.gov/storet/>

Any ambient water quality, chemical, physical, biological, sediment, tissue, and ecological monitoring data collected as part of a contract, grant, or cooperative agreement activities shall be entered into STORET (STORage and RETrieval) or its follow-on data systems and be made available to the EPA in a compatible format. When entering data, the contractor shall use its company name as the entity for data it collected. The contractor shall report to the EPA the quality control of the data it has uploaded.

13.4 NATIONAL HYDROGRAPHY DATASET (NHD) INDEXING

<http://www.epa.gov/waterdata/waters-watershed-assessment-tracking-environmental-results-system>

Data related to OW programs that is required to meet the EPA Latitude/Longitude Standard shall also be indexed to the NHD, using the EPA OW standard formats available on the WATERS (Watershed Assessment, Tracking & Environmental ResultS) website. Exceptions include groundwater data and data that are related to points greater than two miles from the United States coastline. The WATERS website describes EPA tools and training that are available for NHD indexing.

13.5 WEB STANDARDS

All software (including web pages) development shall be done in consultation with the COR/Alternate COR according to functional requirements and design found in the following documents. All work performed by the contractor shall also adhere to the government policies and guidance in the following manuals:

One EPA Web: <http://intranet.epa.gov/oneepa/web/>

EPA Web Guide: <http://www.epa.gov/webguide>

EPA Section 508 Accessibility Guide: <http://www.epa.gov/accessibility/>

Guide for Developing Usable and Useful Web Sites (Usability Guidelines):

<http://www.usability.gov/>

EPA Information Resources Management (IRM) Policy:

<http://intranet.epa.gov/ITSecurity/compoversightassit/epapol.html>

All manuals shall be made available to the contractor through the EPA CO, the COR, or Alternate COR at the time the applicable work assignment is provided. Contractors shall be familiar with all requirements prior to commencement of work.

ENVIRONMENTAL JUSTICE

Executive Order 12898 (Environmental Justice) directs federal agencies to focus on minority and low-income populations in implementing their programs, policies, and activities. Consistent with the Agency's continuing commitment to environmental justice and for the fair treatment of all people, the contractor shall notify the EPA COR of minority and low-income populations, as well as populations with differential patterns of subsistence consumption of fish and wildlife, likely to be affected by a program, policy, or activity associated with work done under the contract. Additionally, the contractor shall identify any disproportionately high and adverse human health or environmental effects of the program, policy, or activity of concern on these populations.